

HAMPTON PLANNING BOARD SUBDIVISION CHECKLIST

SUBDIVISION REGULATIONS – SECTION V SUBMISSION REQUIREMENTS

The following items **must** be submitted in order for the Board to consider it a complete application. An applicant must submit a written waiver request for any information not provided with the application.

- ☐ Eight (8) copies of the Application
- ☐ Notification List (Abutter(s) as defined in RSA 672:3, Applicant(s), Holders of conservation, preservation, and/or agricultural preservation restrictions, Every engineer, architect, land surveyor or soils scientist whose professional seal appears on the plan)
- ☐ Fees
- ☐ Written waiver request(s)

SUBDIVISION PLAN WITH THE FOLLOWING

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| <ul style="list-style-type: none"> <input type="checkbox"/> Eight (8) copies <input type="checkbox"/> Sheet size in conformance with the requirements of the Registry of Deeds of Rockingham County <input type="checkbox"/> Scale (1" = 100', 1" = 80', 1" = 60', 1" = 50', 1" = 40', 1" = 30', 1" = 20', or 1" = 10') <input type="checkbox"/> Margin of at least 1/2" outside rules border lines on three sides and at least 2" along the left side for bindings <input type="checkbox"/> Proposed sub layout and improvements including streets, pavement, buildings, and storm drainage facilities <input type="checkbox"/> Proposed subdivision name, plan number, date of plan and any revision dates <input type="checkbox"/> Current owner(s) of record (and applicant, if different) <input type="checkbox"/> All abutters key to the plan <input type="checkbox"/> All holders of conservation, preservation, or agricultural preservation restrictions keyed to plan <input type="checkbox"/> Name, license number, seal and address of the NH registered Land Surveyor <input type="checkbox"/> Name, license number, seal and address of the NH registered professional engineer | <ul style="list-style-type: none"> <input type="checkbox"/> North arrow <input type="checkbox"/> Location (locus) map <input type="checkbox"/> Tax map and parcel numbers for the existing and proposed lots, as determined by the Tax Assessor <input type="checkbox"/> Zoning district(s) and lines <input type="checkbox"/> Lot line and other setbacks as listed in current Zoning Ordinance <input type="checkbox"/> Adequate space for the necessary endorsement by the proper authorities <input type="checkbox"/> Property lines of the entire and divided lot, angles or bearings & dimensions and the area of the entire lot and divided lots <input type="checkbox"/> Metes and bounds <input type="checkbox"/> Existing and proposed monuments <input type="checkbox"/> Title and deed references <input type="checkbox"/> Easements and other encumbrances <input type="checkbox"/> List all variances and the dates granted by the Board of Adjustment for the parcel <input type="checkbox"/> Name(s) of proposed streets within a project, as approved by the Board of Selectmen |
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DETAILED PLANS (can be separate or combined with Subdivision Plan)

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| <ul style="list-style-type: none"> <input type="checkbox"/> Existing topographic contours at two-foot intervals | <ul style="list-style-type: none"> <input type="checkbox"/> Proposed contours after grading <input type="checkbox"/> Benchmark and datum |
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Detail Plan Continued:

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| <input type="checkbox"/> Natural features such as water courses, ponds, rock ledges, tree lines and other essential features | <input type="checkbox"/> Location of existing and proposed fire hydrants |
| <input type="checkbox"/> Wetlands and appropriate setbacks | <input type="checkbox"/> Location of existing and proposed fencing and street lights. Details of the streetlights, if other than those approved by the electric company, must be shown |
| <input type="checkbox"/> FEMA FIRM flood zone and 100-year flood elevation contour | <input type="checkbox"/> A landscaping plan that includes the type, extent, and location of proposed landscaping and open space areas indicating what existing landscaping and open space areas will be retained |
| <input type="checkbox"/> Location and width of existing and proposed streets and roads, with grades, typical cross-sections, and road profiles for proposed streets | <input type="checkbox"/> The location, size and design of any proposed signs |
| <input type="checkbox"/> Typical pavement sections and details | <input type="checkbox"/> Where the layout submitted covers only a part of the subdivider's entire holding, provide a sketch of the prospective future street system of the unsubmitted part |
| <input type="checkbox"/> Utilities on and adjacent to the tract including location, size and invert elevation of sanitary and stormwater sewers; location and size of water mains; location of gas mains, fire hydrants, electric and telephone poles and street lights | <input type="checkbox"/> The centerline of all streets shall be shown on the plan together with the centerline stationing |
| <input type="checkbox"/> If water mains and sewer are not on or adjacent to the tract, indicate the direct and distance to, and the size of the nearest one | <input type="checkbox"/> The provision for the extension of roads and utilities onto adjacent properties, if necessary |
| <input type="checkbox"/> Stormwater drainage control plan, including location of catch basins, culverts and drains; method of storage and disposal; and three (3) copies of calculations of volume and frequency of run-off | <input type="checkbox"/> Soil erosion and sedimentation control plan |

OTHER ITEMS REQUIRED AS APPLICABLE

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| <input type="checkbox"/> Location and results of test pits and location of primary and secondary leach bed sites as required by NH DES | <input type="checkbox"/> Any State or Federal permits required for the project |
| <input type="checkbox"/> High Intensity Soil Mapping | <input type="checkbox"/> Written waiver request |
| <input type="checkbox"/> Wetland analysis/report, stamped by a NH licensed Soils or Wetland Scientist | <input type="checkbox"/> Traffic Impact Analysis (if necessary) |
| | <input type="checkbox"/> Drainage Study and plans |

Reviewed by: _____ Date: _____

This checklist is intended to be only a guide. Refer to Subdivision Regulations and Zoning Ordinance for complete requirements.